

Minutes from our 2nd SLUG meeting – March 21, 2003

Welcome

Topics for discussion:

- Task Contracts vs. TSEP
- Interim Employee Program
- Overtime Procedures
- Exceptions (TSEP/CSEP)
- Questions & Answers regarding the CWAWA application

Task Contracts vs. TSEP

Ginger Loesch gave a lecture on the different types of support contracts – more specifically, what differentiates a labor hour (TSEP) contract from task contract. Among the differences, she noted that a Task contract is on-going with defined **statement of work and** parameters. A Labor Hour contract is usually short term **period of 18 months to two years**. **The nature of the Labor Hour Contract is that we hire contractor personnel to assist JPL in a task JPL is performing and the contractor provides supplemental support.**

In evaluating which contract will meet your procurement needs, Ginger suggested asking the following questions: (1) Can we bundle the task and hand it over to the contractor for them to manage and complete? If so, we may want to use a TASK contract; (2) Does JPL need to manage it with contractor help? If so, a LABOR HOUR contract may be a better vehicle (TSEP, for instance).

There are also similarities between the two types of contractors. JPL cannot get involved in employee/employer relationships in such things as raises, benefits discussions, paycheck issues and vacation and sick leave discussions.

The following are a few of the questions from the user group that Ginger answered:

1. Would TASK be Cat X? **Not necessarily... There are tasks that are required to be performed on lab, such as guard service or facilities maintenance. However it is more common that Category X contractors are performing on task contracts, since JPL cannot directly supervise their work.**
2. How do we coordinate TASK contract contractors and the 2190's if JPL is not always made aware of who is coming on lab and when? **Work closely with your contractor and you negotiator to find out or to get better information. Nancy Neilan and Mary Johnson will contact certain concerned users for their input on the 2190 process.**

Interim Employee Program (IEP)

Mary Johnson gave a brief description of IEP and how we can transition those employees over to TSEP.

Some questions included:

1. Can secretaries come back or get into IEP? **They have to be exempt. Look at Rules - DocID 45061; The last paragraph of the IEP "Rule" says "JPL retirees**

cannot be placed into a JPL assignment thru the Acq. Div as support effort personnel...for at least one year after JPL termination.

2. How many hours can you be in the program? 999 hours, based on the calendar year. Contact the document owner found in JPL rules.

Overtime Procedures

Mary wanted to communicate some recent comments from Supplier Payment: Please note specific hours for a particular time period that you are giving OVERTIME authorization for. For non-exempt contractors, overtime is premium pay. Specific circumstances and rationale is needed for the authorization of (premium pay) overtime. The TSEP forms have recently been updated to include this information.

Questions on Overtime included:

1. Can we do OT authorization for one (1) year or just for specific time periods? [The recommendation is that overtime be authorized for specific time periods.](#)
2. For new employees not yet authorized for overtime, should we use the new process? [Yes.](#)

Exceptions and CWAWA

Nancy Neilan discussed EXCEPTIONS – the errors that occur when the TSEP or contracting companies bill through the CLEI system. These errors occur for various reasons, some which are “fixable” by the contracting company or the negotiator and others that are fixable by the section utilizing the contractor labor. Nancy handed out documentation showing the error types that the contracting company or negotiator may ask “section’s” help in fixing.

The following are questions from this discussion:

1. Can the CWAWA software support a “match start date” configuration? [The software should do that already. There is a “cushion” on the software, so a Wednesday start date should not cause a problem in the system.](#)
2. Can you authorize contractors in CWAWA “backwards”? [Yes](#)
3. Are they going to clean up CWAWA in regard to Historical Accounts?
4. Can we have a query option – between Historical and Active records? [We don’t have a sort feature right now, but we can make that happen.](#)